

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB99-27

Date: June 30, 2000

Expiration Date: 06/30/01

69:140:is:3851

TO: LOCAL WORKFORCE INVESTMENT AREAS
CHIEF ELECTED OFFICIALS
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF
WID STAFF

SUBJECT: MIS USER GROUP MEETING MINUTES—MAY 8-9, 2000

The purpose of this information bulletin is to distribute the minutes and revised agenda from the Management Information System (MIS) User Group Meeting held at the Sheraton Anaheim Hotel in Anaheim on Monday and Tuesday, May 8-9, 2000. Please ensure that the minutes are provided to the appropriate staff.

If you have any questions regarding the minutes, please contact Annette Wolfgang, Manager, Job Training Automation (JTA) Customer Support Unit, at (916) 654-9600.

/S/ BILL BURKE
Chief

Attachments

MANAGEMENT INFORMATION SYSTEM (MIS) USER GROUP MEETING

Sheraton Anaheim Hotel
1015 West Ball Road
Anaheim, California
May 8-9, 2000

Agenda

Monday, May 8, 2000

9:00 a.m. - 10:00 a.m.	Registration	
10:00 a.m. - 10:15 a.m.	Opening Remarks <ul style="list-style-type: none"> • Welcome • Introductions • General Information 	Annette Wolfgang, Workforce Investment Division (WID)
10:15 a.m. - 11:15 a.m.	JTA Update Workforce Investment Act (WIA) <ul style="list-style-type: none"> • JTA Modification/Work Plan Status 	Kristen Cooper, Information Systems Division (ISD)
11:15 a.m. - 11:45 a.m.	Job Training Partnership Act (JTPA) <ul style="list-style-type: none"> • Cash Handbook • Closeout of JTPA 	Dave Rexius and Deb Shepherd, WID
11:45 a.m. - 1:00 p.m.	LUNCH on your own	
1:00 p.m. - 2:00 p.m.	Transition of JTPA clients to WIA <ul style="list-style-type: none"> • Automated Process 	Annette Wolfgang and Ed Armijo, WID
2:00 p.m. - 3:00 p.m.	Change: An "E" Ticket Ride	Jacqueline Nason, Professional Speaker
3:00 p.m. - 3:15 p.m.	BREAK	
3:15 p.m. - 4:00 p.m.	Welfare-to-Work (WtW) <ul style="list-style-type: none"> • Form Modifications • New Termination Codes • Amended Participant Reports • New Eligibility Codes 	Ed Flores and Cheron Dudley, WID
4:00 p.m. - 5:00 p.m.	Break-out Sessions	Timeshares - Annette Wolfgang, WID; Standalones - Kristen Cooper, ISD

Tuesday, May 9, 2000

8:00 a.m. - 8:45 a.m.	Debrief From Breakout Sessions	Deb Cusimano, WID
8:45 a.m. - 10:00 a.m.	WIA <ul style="list-style-type: none">• Client Forms• Financial Reporting• Preview of Screens and User Guide	Dave Rexius, Deb Shepherd, and Ed Armijo, WID
10:00 a.m. - 10:15 a.m.	WIA Performance	Deb Cusimano, WID
10:15 a.m. - 10:30 a.m.	BREAK	
10:30 a.m. - 12:00 p.m.	ETPL <ul style="list-style-type: none">• ETPL Forms• ETPL Process• Preview of Screens	Liz Clingman, WID, and Ron Addy, California Office of Workforce Investment (COWI)
12:00 p.m. - 1:15 p.m.	Lunch on your own	
1:15 p.m. - 2:45 p.m.	Open Forum Closing Remarks	Annette Wolfgang, WID
2:45 p.m. - 3:00 p.m.	BREAK	
3:00 p.m. - 5:00 p.m.	Structured Query Language Workshop <ul style="list-style-type: none">• Share your favorite sql statements or have us help you with one• General MIS Questions	Annette Wolfgang and Cheron Dudley, WID

MANAGEMENT INFORMATION SYSTEM (MIS)
USER GROUP MEETING MINUTES

May 8-9, 2000

Opening Remarks—Annette Wolfgang, Workforce Investment Division (WID)

- **Welcome**—This is the second meeting of the year; we plan on holding all four MIS meetings this year. The next meeting is tentatively planned for September in San Diego. Please designate your preferences on the evaluation form, which will be collected on the last day of the meeting.
- **General Information**—Annette asked for a show of hands of new MIS Administrators and called for introductions. She related a message from Jim Scholl. He was unable to attend the MIS meeting, but he wanted to express his appreciation for your help with the Year 2000 compliance.

JTA Update—Kristen Cooper, Information Systems Division

- **Status of system modifications**—All Phase I programming for reporting under the Workforce Investment Act (WIA) has been completed. The Fiscal Management Information System has already been released. Welfare-to-Work (WtW) changes have been released. With regard to Informix, State management felt that upgrading Informix would be too much right now, so we are continuing with the current version until the end of the year. On the Eligible Training Provider List (ETPL), Phase II programming will provide load capability for those not using Job Training Automation (JTA), the ability to actually print the list, and the ability to run reports from local databases, including status reports. Drafts of the ETPL and program forms are included in your packets.

Q. Problem downloading Standard Occupational Classification (SOC) codes. Where is the most up-to-date data?

- A. The most current information can be found at:
http://stats.bls.gov/soc/soc_home.htm. The WIA Draft Directive WIADD-1, *Eligible Training Provider List*, also refers to this Web site.

Q. How does I-train fit into all this ETPL?

- A. I-TRAIN can submit provider/program applications to the State for all of the participating areas if the participating local areas agree to this process.

Q. When can we expect final forms for participants?

- A. We expect to issue a revised draft of the participant forms and the handbook during the first week of June 2000.

Job Training Partnership Act (JTPA)—Dave Rexius and Deb Shepherd, WID

- **Cash Handbook**—Dave announced the *Cash Handbook* for the JTPA is on the Web site and can be found under JTPA Information Bulletin B99-71, *On-Line Cash Request Handbook*. It is being updated for the Workforce Investment Act (WIA).
- **JTPA Closeout Guide**—A briefing was provided on a current draft of a *JTPA Closeout Guide* for the JTPA program. This guide was developed to provide some of the detailed basics on how the conversion from JTPA to WIA will take place. It was specifically noted the closeout document was in draft form and that any input would be appreciated.

Dave provided a page-by-page overview of the proposed *JTPA Program Closeout Guide* with highlights of various pages as follows:

Page 4—Identifies Title II and Title III funding streams to be carried forward into WIA funding streams.

Page 5—Provides a Carry Forward Funding Matrix of grant codes from JTPA to WIA and a narrative identifying the due dates for submitting of final Expenditure Reports.

Page 6—Discusses issuance and reporting of Transition and Closeout Costs for Program Years (PY) 1998 and 1999.

Page 7—Provides timelines of when the State of California must receive final electronic and hard copy filings for JTPA Titles II and III. Dave made special note of the last date cash can be drawn down for expenditures incurred under the JTPA program. The last date is October 31, 2000.

Page 8—Program Conversion Tables. These tables identify current grant codes under the JTPA program and those that have been established for WIA.

Pages 9-10—Education Funding. Identifies contracts currently in effect with the California Department of Education (CDE) and the Chancellor's Office of California Community Colleges (COCCC).

Page 11—Veterans' Grant Programs. Closeouts are due for Veterans' Title IV-C funding on September 30.

Page 14—This page contains a document checklist of the items needed for closeout. Dave mentioned it would be beneficial if items could be closed out as soon as possible to eliminate the volume of documents that will need to be reviewed and processed in September and October.

Pages 18-19—Samples of current JTPA12 and 12E screens.

Page 21—Outstanding warrants/refund checks (escheat process). Previous instruction was to forward outstanding checks and warrants relative to the "escheat" process to the Department of Industrial Relations (DIR). It has been brought to the attention of the Employment Development Department (EDD) that local areas are being told by DIR that they do not want the outstanding warrants. We will try to find out where such warrants are to be sent.

Page 24—List of directives related to this packet.

Page 25—Provides a list of EDD personnel to contact for different processes identified in the *JTPA Program Closeout Guide*.

Pages 26-29—Inventory instructions and forms.

Fourth quarter reporting—Usually the first reports for the 4th quarter are due on July 25, but a request has been made to the Department of Labor (DOL) to waive this reporting requirement. The State is proposing that the initial 4th quarter reporting commence on August 20 and that all final closeout data for the JTPA program be submitted to California on or before September 30, 2000. An information bulletin will be issued at a later date with updated information on this subject. A request was made for Dave Rexus's and Deb Shepherd's e-mail addresses. They were provided as shown: drexius@edd.ca.gov or dshepherd@edd.ca.gov.

Questions/Answers on Financial Closeout Guide:

Q. Page 5—Rapid Response ends June 30, 2000. Will there be allocations under WIA?

A. The WIA does provide for Rapid Response, but decisions regarding allocation of these funds are still to be announced.

Note: At the June Service Delivery Area (SDA) Quarterly Administrator's Meeting, Bill Burke announced that the local areas would receive an initial Rapid Response allocation equal to 50 percent of the area's funding in PY 1999/2000. This allocation will be modified into the local area subgrant immediately after bilateral approval of the master subgrant. The process for requesting additional funding is still being discussed.

Q. We need some clarification on what will happen with the 8 Percent funding.

A. Currently, 8 percent funding is administered by the California CDE and the COCCC. In filing closeout information, CDE and COCCC are to provide EDD with a list of local areas that carried over unspent 8 percent funds. Upon reconciliation of final closeout packages submitted by CDE, COCCC, and each local area, 8 percent funds carried from JTPA will be redistributed proportionately, between the Adult and Youth programs, and modified into WIA subgrants for those local areas that were identified by CDE and COCCC with unspent JTPA funds.

With the JTPA program sunseting, all participants served with 8 percent funding must be terminated by June 30, 2000. However, local areas may choose to continue serving 8 percent clients under the WIA Adult and/or Youth programs. If local areas choose to continue service to 8 percent clients under WIA they need to co-enroll them into the appropriate WIA funding stream.

Q. Will JTPA/WIA use the same grant codes?

- A. The same grant codes will be used for unspent JTPA funds. However, funds are being moved from JTPA subgrants identified with a (G#) into a subgrant identified with an (R#) for WIA. The WIA will use new grant codes for non-JTPA transferred funds.

Q. When are we going to provide financial training?

- A. We are currently working with our Capacity Building Unit to develop training modules for several different areas of reporting required under WIA. We anticipate that training will be offered in mid to late July or early August 2000.

Q. If SDAs choose to use WIA youth funds, what grant codes do they use?

- A. The early WIA youth money will be issued under grant code 340. Participants enrolled in the JTPA system as grant code 340 will convert to 301 after July 1, 2000.

Q. Are closeout packages going to be on-line?

- A. Yes, the *JTPA Program Closeout Guide* draft should be online by the time this conference is over. The JTPA Directive D99-13, *JTPA Program Closeout Guide*, is on-line with Financial Closeout instructions.

Q. What are the dates for conducting the property inventory?

- A. Property inventories are to be submitted with the final closeout packages, which are due on or before September 30, 2000.

Q. What is included in the Inventory? Everything purchased under JTPA?

- A. There is a cost limit as to what SDAs are responsible to report. Refer to JTPA Directive D99-12, *Property and Closeout*.

Q. What are the rules for the disposition of property purchased with 8 Percent funds?

- A. The same federal requirements should apply to property purchased with 8 percent funds because the funding source is JTPA. However, we will consult with our education partners and advise you if there are rules that are unique to the 8 Percent funds. **The EDD has been advised by the CDE that it will provide guidance on the disposition of property purchased with 8 percent funds. All reporting of property purchased with 8 percent funds is to be forwarded to the CDE.**

Transition of JTPA Clients to WIA—Annette Wolfgang, WID

The draft *JTPA Participant Conversion Reference Guide* was distributed and the basic points of the process were reviewed. The following information was presented in transparency form:

The Conversion Process:

- Can be run multiple times.
- Can be run at the grant code level.
- Can be used to convert local grant codes between 900:999.

What will the conversion process do?

- For each Converted Client:
 - WIA Application.
 - WIA Enrollment (per converted grant code).
 - Term "77" on converted JTPA enrollments.
 - Produce report in RIOH.
 - Populate crosswalk field on JTPA application and enrollment.
 - "Converted to WIA" field on (PJ10 and 10e) participant report.

Who will be converted?

- Clients active in identified conversion grants (page 4 of the *JTA Participant Conversion Reference Guide*).
- Clients not enrolled, who are eligible for a JTPA program and whose eligibility has not expired at the close of business at June 30, 2000.

Who is not converting or will not be converted without local area intervention?

- Clients that have been terminated from all JTPA activities.
- Clients who are only enrolled in grants that terminate June 30, 2000 (includes Title III 40 percent and 8 percent).

Basic Steps Prior to Conversion:

- Ensure that the conversion process will transition only those participants identified by the local area (the Print Participant Status Roster by Component (PPSRC) and Structured Query Language (SQL), Statements 1-3 of the *JTPA Participant Conversion Reference Guide* can assist.)
- Ensure that participant data is consistent and systematically error free (SQL, Chapter 2, statements 4-5 of the *JTPA Participant Conversion Reference Guide* can assist).

Clients enrolled solely in grant codes not converting:

- In order to convert these clients:

A co-enrollment dated prior to July 1, 2000, in one of the transitioning grant codes is required in order for the client to be converted. A termination is required for the non-converting enrollment.
- If these clients should not be converted:

No action is necessary to avoid the conversion process.

Clients enrolled in transitioning grants:

- In order to convert these clients:

Run the conversion process for the grant in question.

- If these clients should not be converted:

Terminate each open enrollment for the client, with a termination date prior to July 1, 2000.

Do not run the conversion process until the terminations are complete.

Clients solely enrolled in assessment in the JTPA Title II program:

- ***In order to convert these clients***—Run the conversion process for this grant. However, if a client is not expected to receive any service beyond objective assessment in WIA, do not convert the client. Conversion of this client will include them in the calculation of WIA performance measures.
- ***If these clients should not be converted***—Terminate the open enrollment for the client, with a termination date prior to July 1, 2000.

For clients not enrolled, but whose eligibility determination date is after May 16, 2000:

- ***In order to convert these clients***—No action is necessary to convert these clients, apart from running the conversion process.
- ***If these clients should not be converted***—Change the eligibility code on the application to an "X" (not eligible). This will prevent the JTA system auto conversion.

After the conversion:

Run the State-level participant reports (PJ10, PJ10E, and PJ11), using date ending June 30, 2000, to ensure that the total participants enrolled equal the total of the participants termed in all JTPA grants.

Q. Will there be a JTA system still be available on July 1, 2000, to file final forms?

- A. Yes, the JTPA and WIA portions of the JTA system will be working simultaneously. The JTPA portion of the JTA system will not be removed, and will still be available for closeout and reference.

Q. How will we track on-the-job trainings (OJT) if we are not pulling across the slot code?

- A. Agency codes will be swept across during the conversion. Provider codes and program codes will provide the training information. In addition, job codes and employer codes will also be utilized in the WIA component.

Q. In the case table for converted cases, is it going to be a problem to have a starting date prior to July 1, 2000?

- A. The enrollment date for WIA converted clients will be the client's original JTPA enrollment date.

Q. What is the deadline to convert data?

- A. Because the State must report JTPA performance and the Individual Participant Data for JTPA on September 30, 2000, final participant reports for JTPA must be run by August 20, 2000; therefore, all conversions should be completed prior to that date.

Q. For converted case records (90 days unassigned)—What if they completed training prior to July 1? Will the system automatically put in enrollment date of July 1?

A. The conversion process will set the WIA enrollment date as the original JTPA enrollment date. However, the client will be marked as a converted client. If there are no planned activities, client should be terminated and not carried into WIA. This decision on whether to convert or terminate the client is a local one.

Q. When do you anticipate that we will be able to do the Query Client History (QCH) process?

A. The modified QCH screen should be available by the end of June 2000.

Q. For those local areas who plan to implement the early WIA Youth with enrollments as of June 1, 2000, will the system automatically convert to the July 1, 2000, date?

A. The local areas are given an option on how to handle the early youth enrollments:

- The WIA application and enrollment can be utilized; therefore, conversion is not necessary for the youth clients.
- The JTPA application and enrollment can also be utilized. The conversion process will need to be run for these clients to be converted into WIA. A goal form will have to be manually completed, and entered into the system after the conversion process is completed.

The conversion process is not automatic. The local area must run the process after the decision has been made on which clients should be converted.

Q. Can we still use the same tables to enter the new enrollment codes for WIA?

A. There are different tables for coding for JTPA and WIA enrollment codes; please refer to the latest data dictionary contained in the handout material. The Client Table and Employer Table will be used by both JTPA and WIA, the Grant Control Table will also remain with modifications for WIA.

Q. Is there a way to track self-directed activities for clients who are not enrolled yet?

A. We have thought of creating a modified application form to help track those self-directed clients to meet the local tracking needs. If the local areas identify this as a necessary document, this can be included in a subsequent phase of programming after the initial WIA system is completed.

Change: An “E” Ticket Ride—Jacqueline Nason (Professional Speaker)

Jacqueline Nason presented an informational/motivational presentation on adapting to change.

Welfare-to-Work (WtW)—Ed Flores and Cheron Dudley, WID

Ed and Cheron discussed the changes included in JTA System Change Release 3.25.0, issued on April 7, 2000. This software release included:

- Changes to the WtW module that will allow local areas to transfer participants from the first year funding allocation (grant 800) to the second year funding allocation (grant 801). A new termination code has been added for this purpose (code 15), and the Print WtW Participant Report (PWPR) has been modified to show a summary count of participants who are transferred from grant 800 to 801.
- Changes to the WtW module that will allow the transferring of a participant from 30 percent eligibility to 70 percent eligibility within the same funding source and the tracking of expenditures associated with each enrollment. Prior to this release, it was possible to change enrollment from one program type to another but that change overrode the expenditures and activities associated with the first enrollment. A new termination code has been added (code 16) to provide tracking for these types of participants. The PWPR has been modified to show a summary count of participants who are transferred from 30 percent to 70 percent within the same funding source.
- Two new eligibility codes were added to allow the Federal Competitive Grantees to continue to use JTA to track clients enrolled under the new amendments of 1999.

Q. What do we do with foreign-born individuals whose high school diploma is useless for employment purposes?

- A. The *WtW Client Forms Handbook* now includes instructions for handling these kind of cases. Mark selection "9" in **Box 29** on the registration form.

Q. What about disability issues?

- A. Hidden disabilities such as substance abuse, mental health problems, learning disabilities, etc., may be recorded in **Box 35** on the registration form. The system allows you to go back and change this if you find out later that the client has one of these hidden disabilities.

Q. When participants are transferred from 30 to 70 percent eligibility, what happens to their employment records?

- A. Their employment records are still associated with the first case. Go into QCH and find out the employment record number to track it.

Q. If we have fully expended our first year allocation (grant 800), do we need to move the participants to the second year allocation (grant 801)?

- A. Yes, if services continue to be provided, those clients must be enrolled in grant 801.

Ed discussed the transparency entitled "Each WtW Entity runs Print WtW Participant Report (PWPR) and Extract WtW Participant Data (XWPD) and transmits it to the State on the 20th of each month." A copy of the transparency is included as an *Attachment 3*.

There are four measures that DOL uses to evaluate WtW performance:

1. Job Entry Rate
2. 30+ Hours Rate
3. Job Retention Rate
4. Earnings Gain Rate

Q. Please explain where the Sector Type comes from.

A. The Sector Type is in **Box 13** on the Employment Record.

Q. Why would you count clients in partially subsidized employment for performance?

A. Guidance issued by DOL allows these clients to be counted in the job entry rate only.

Q. If participants are placed into unsubsidized employment following an OJT, how do they get counted for performance?

A. They are counted for the job entry rate when they enter the OJT. They are counted for the retention and earnings gain measures six months after they are placed in a job.

Q. In reporting WtW cases, can local areas combine grants 800 and 801?

A. No. The DOL requires that these participants be tracked and reported separately.

Q. Do local areas have the ability to run performance on WtW clients?

A. No, not at the present time. Because of the link to the statewide Unemployment Base Wage File, only the State system can run WtW performance.

Q. When should WtW participants be terminated?

A. We do not recommend terminating WtW participants from the program because they may not be eligible to re-enroll if they need services in the future. There is no reason to terminate them because performance is measured when they are still active in the program. If they are not receiving services, you do not have to complete a Monthly Activity Record, so there is no additional workload associated with keeping them in the program indefinitely.

Breakout Sessions

Timeshares—Annette Wolfgang, WID; **Standalones**—Kristen Cooper, Information Systems Division

The breakout sessions provided an open forum for questions, requests, and comments from the local area communities regarding the JTA system.

- Q. Regarding WtW—In transferring from grant 800 to 801, are we going to start with 00, or can they transfer into the same case number they had before? It is very confusing when the case number and application number are similar.**
- A. A new case in grant 801 means a new case number. The QCH screen is helpful in tracking clients.
- Q. When the locals try to QCH a participant in WtW, it does not show the contractor the client is with.**
- A. In order to determine the contractor serving a client, look at the Activity Report in WtW module.
- Q. In WtW, how do you change prior activity records without backing out all?**
- A. In the *WtW User Guide*, Chapter 4, *Enter WtW Monthly Activity Form*, use **<F18> (Shift F8)** to delete a row.
- Q. What are the four levels of access to screens in JTA.**
- A. 0—This access level prevents user from seeing this screen.
1—This access level allows user to view records using the screen.
2—This access level allows user to view and add records using the screen.
3—This access level allows user to view, add records and update existing records using the screen.
4—This access level allows the user complete use of the features of the screen.

Request for changes to JTA system and sharing of solutions:

- Add agency code to QCH for WtW.
- Allow **<F9>** key in QCH screen to view WtW app, enrollment, etc. (WIA also included).
- When the Extract Individual Participant Data is built for WIA—provide that an option be included to run Load Individual Participant Data (LIPD)/Print IDP Exception Report (PIER) error reports at local level prior to submission to the State.
- The local areas that have not received a quarterly copy of their LIPD/PIER error reports should call Annette Wolfgang at (916) 654-9600 to check if they have any errors. These reports are faxed out usually within 48 hours of receipt of the individual participant data. However, if there are no errors, a report is not produced.
- Cheron Dudley stated that if there is anyone who uses ProComm Plus and is having trouble printing landscape, he or she should take the following steps:
 1. Open ProComm Plus.
 2. Select "FILE" and "PRINT SETUP".
 3. Change from portrait to landscape (and back) as appropriate for the JTA report being printed.

Debrief From Breakout Sessions—Deb Cusimano, WID

Deb Cusimano summarized the State's response to the following questions that were asked during the first day of the meeting.

Q. How long will the State keep JTPA data?

A. Indefinitely—until further notice. However, data on JTPA clients should also be retained locally for audit purposes.

Q. When JTPA clients are converted to WIA, what enrollment date will be used?

A. Their original enrollment date will not be altered by the conversion. This date must remain unchanged because it is used in the calculation of the earnings gain performance measure.

Q. The WIA requires clients to have at least one core service before they receive an intensive service and at least one intensive service before they receive training. If edit checks are added to the system to ensure that these criteria are met, how will the system know if these services are funded by partner programs?

A. We have added codes to the enrollment form for non-WIA funded core and intensive services. These will meet the edit check requirements by counting services provided to the client in each category regardless of how they are funded.

Q. The DOL has said that it will not require us to count 40 percent participants that transfer to WIA to continue their training as negative terminations in the calculation of WIA performance outcomes. How will the State know to exclude these participants from performance calculations?

A. Participants identified by termination code 11 with a date of June 30, 2000, will be excluded from performance calculations until they have completed training and are exited under WIA. Local areas should use a term code 11 with a date of June 30, 2000, (or prior) to terminate the client from the 40 percent project; enroll these participants into grant code 515 (or other appropriate converting grant code) prior to July 1, 2000; and convert them to the WIA Dislocated Worker program to complete their training/services.

Q. How can we use the current JTA system to track summer youth this year?

A. Local areas that receive early WIA youth money will enroll youth in grant code 340. Grant code 340 will convert to 301 (WIA Youth Program) on July 1, 2000. Local areas that serve summer youth with carryover JTPA funds may co-enroll them in grant codes 335 and 270 so that they will be converted to WIA on July 1, 2000. Local areas that fund youth services from non-WIA sources after July 1, 2000, may enroll youth in only grant code 335. Youth enrolled in only 335 will not be converted to WIA on July 1, 2000. These participants are not included in WIA performance calculations. The new WIA goal form may be completed in hard copy to document the goals set for youth at enrollment. These forms may be entered into the JTA system on or after July 1, 2000, once all youth clients have been converted to WIA. This form may be used to track goal attainment prior to exit from the program.

Q. What happens to clients with pseudo social security numbers (SSN)?

A. Clients with pseudo SSNs will not be included in performance calculations because a valid SSN is required to match their records against the base wage file.

Q. Where are the file layouts for the WtW load programs?

A. The WtW Information Bulletin WB99-32, *WtW File Layouts*. This bulletin is available on our Web site at <http://www.edd.ca.gov/emptran.htm>. Sample layouts are also included in the *WtW Users Guide*.

Q. The closeout guide states that 8 percent carryover funds will be redistributed back to each local area and identified in their WIA subgrant under grant codes 191/192. This will create additional workload by requiring separate reports (by grant code) for any participants served with the 8 percent carryover funds.

A. The closeout guide has been revised to indicate that the 8 percent carryover funds will be included in local area subgrants without the 191/192 grant codes that were originally proposed. This will enable local areas to spend the funds without having to submit additional participant reports to account for them separately.

Q. Several areas reported problems getting data to the State because ProComm is timing them out. Are there alternatives to using ProComm to transmit data to the State?

A. Large files should be sent to the State on compact disc or a disk. E-mail cannot be used due to the file size limits.

Q. When is the best time to terminate JTPA clients to optimize WIA performance outcomes?

A. The first year of WIA performance will include JTPA participants terminated between October 1, 1999, and June 30, 2000. It is likely that most areas have already terminated clients that will have a negative impact on their WIA performance outcomes for the first year. Although nothing can be done about the terminations that have already been made, areas might improve their performance under WIA by helping their active clients to achieve positive outcomes and continuing their services under WIA until their employment goals have been met.

WIA Client Forms—Ed Armijo, WID

The draft *WIA Users Guide* and *WIA Client Forms Handbook* were presented, with the following highlights:

- The Draft *WIA Client Forms Handbook* contains both the instructions and most current version of forms that have been developed. This handbook explains how to complete the client forms.
- The *WIA Users Guide* explains how to get information into the JTA system.

- The WIA file layout package identifies the data elements and the layout that is required by the JTA system if the local area needs to load data from a case management system. The file layouts in conjunction with the load screens, built in the WIA module, can be utilized with standalone case management systems to prevent the need for duplicate key entry.

Q. Is the WIA follow-up form required for all participants?

- A. WIA requires a 12 month follow-up period for all youth participants, and for adults and dislocated workers who receive training services and are placed into unsubsidized employment.

Q. The 5 percent window for youth who do not meet income requirements is not included on the application form?

- A. We have added eligibility for youth clients meeting 5 percent window eligibility. There will be two new eligibility codes, one for youth (age 14-18) and one for youth (age 19-21).

Q. Will local areas be able to run reports similar to the PJ10 and PJ11 in order to monitor performance?

- A. It does not appear that the data on the PJ10 and PJ11 would be relevant to WIA performance calculations at this point in time. However, the performance portion of the system has not yet been designed so decisions are still to be made regarding the content of reports that will be available to local areas.

Q. A detailed definition of low-income adult should be included in the manual.

- A. We have included an expanded definition of this eligibility category in the latest revision of the *WIA Client Forms Handbook*.

Q. Can the goal codes on page 34 of the *WIA Client Forms Handbook* be expanded?

- A. We have included additional goals provided by local areas in the latest revision of the *WIA Client Forms Handbook*.

WIA Financial Reporting—Dave Rexus and Deb Shepherd, WID

The draft of a WIA Summary of Expenditures form and an accompanying Enter Summary of Expenditures (ESER) screen was presented. The draft form included a breakdown of expenditures by core, intensive and training services which are required to comply with the DOL annual report requirements.

Instead of separate expenditure screens for entering quarterly or monthly reports, EDD is looking to program the JTA system so either monthly or quarterly expenditure data can be generated from a single ESER screen.

It was noted the WIA Expenditure Report is still a draft and includes line-by-line instructions. Once the user enters a specific grant code, the form will prompt users on which fields need to be filled.

WIA Performance Calculations—Deb Cusimano, WID

Q. How do you report the outcomes if they are no longer included for summer youth?

- A. All youth have a year to attain each goal that is set for them with a maximum of three goals per youth per year. Goal outcomes will be reported upon their attainment. A report will be developed that pulls data from the new Goal Form included in the Client Forms.

Q. What is the base wage file and where does it come from?

- A. The base wage file is a data base containing the quarterly earnings of all wage and salary workers in California. The database is used by the unemployment insurance system to verify wage amounts when claims are filed by individuals who lose their job. Self-employed individuals and certain federal occupations are not covered in the base wage file.

Q. Do we have a format for submitting supplemental data?

- A. Not yet. This is part of subsequent system phases.

Q: How will the credential attainment rate be measured if it goes back to clients terminated on or after October 1, 1999?

- A: We are conducting a survey of local areas to identify the nature and extent of credential programs that are currently operational in California as well as potential sources of data that might be used to verify performance outcomes. This information will be used to develop criteria for measuring performance on this indicator.

Q. Can local areas deny services to someone for refusing to provide their SSN?

- A. Although we cannot mandate that a SSN be provided, WIA is not an entitlement program so the decision to serve someone is a local call based on consideration of many different factors.

WIA Eligible Training Provider List (ETPL)—Liz Clingman, WID; Ron Addy, California Office of Workforce Investment (COWI)

The draft directive was included in the handout packet. This includes a checklist of what local areas need to be doing to make submission to ETPL and an *ETPL User Guide*. The <http://www.calwia.org> Web site contains procedures regarding the ETPL and the draft directive should be out on the EDD Web site for comment within the next week.

Ron Addy presentation:

1. WIA and the ETPL

- List of training vendors
- Eligible to receive Individual Training Accounts (ITA) (or contracts) for training adults
- ITA holders select from ETPL
- Governor develops procedures/Initial criteria

2. Developing the Procedures

- Held focus group meetings
- Six local areas represented
- Five categories of providers represented
- Series of meetings

3. Drafting the Procedures

- Over 100 comments/suggestions
- Modified procedures presented to State Board
- Board made changes
- Draft procedures on Web with State WIA Plan
- More changes to come
- On Web site: <http://www.calwia.org>

4. Initial Eligibility Criteria

- Accreditation
- Approval by the CDE or the COCCC
- Approval/registration of the program by the Bureau for Private Postsecondary and Vocational Education
- Demonstration of program effectiveness, employer support, or designation as industry-specific trainer
- Optional supplemental performance information

5. Training Program Definition

- Definition in regulation
- Goals
- Geographical location
- Curriculum
- Mode of delivery (e.g., classroom, Internet, correspondence)

6. Application for Listing

- Standard data and definitions
- Optional Application Form
- Can add locally-required data
- Apply to any Local Board
- Out-of-state providers on other states' ETPL

Change—vendors can apply to any local area where they intend to provide services, and they can submit multiple applications to the same board.

(Example: They can apply in San Francisco for both Los Angeles and San Francisco when they intend to provide services in both locations.)

7. Building the ETPL

- Local Board processes/consolidates applications
- State accepts nominations/changes daily
- State consolidates local lists
- State/local data verification

Initial statewide list of providers will be on the JTA system and probably be on a Web site later.

8. Disseminating the ETPL

- State publishes ETPL database daily
- Locals can add local data to ETPL
- Local disseminate ETPL to their One-Stop centers

9. Data Systems

- Local choice for management and display systems
- State will provide JTA as optional data management/display system
- State/local data interfaces/standardized format

10. Subsequent Eligibility Procedures

11. Criteria for Subsequent Eligibility

- Seven WIA measures only
- Local boards can establish additional measures
- State levels not yet seen
- Local boards can set higher levels

12. Performance Data Sources

- All performance measurement based on seed data (SSN, etc.)
- Quarterly wage records
- Optional supplemental data
- Other administrative data (e.g., licensing boards)

13. Performance Calculation

- Seed data on WIA clients in the system
- Seed data on non-WIA clients collected/consolidated by locals
- State consolidates seed data from locals
- Seed data matched with quarterly wage records
- State calculates all seven measures

14. Listing Subsequent Eligible Programs

- Measurements returned to locals
- Locals nominate subsequent eligible programs
- State updates ETPL

Q. Regarding customer choice—Can clients be told that their SDA will only spend their dollars on local training that is needed in that specific area?

A. This needs to be done with direct consultation with counselor; the local area Board can set policy about what occupations are in demand in your area.

Q. How long after the vendor applies will they be put on the list?

A. The State has 30 days to respond. If the State has not responded in that time, the vendor is automatically put on the list.

Q. If service providers are actively serving participants, and they don't meet the criteria for new providers, would we still carry them over.

A. That is correct.

Open Forum—Annette Wolfgang, WID

Q. How soon will the State forms training be provided?

A. Beginning mid July and early August 2000, the Capacity Building Unit will be providing WIA client forms and ETPL provider forms training.

Q. Will there be a nepotism/SSN release form developed for WIA?

A. The EDD Legal Office has developed a SSN release form that may be used by local areas. A copy of this form is attached. (*See Attachment 4*)

Q. Will there be eligibility training?

A. We are not developing eligibility training at this time. However, if there appears to be a need for it in the future, we would not be opposed to providing it through our Capacity Building Unit.

Q. On the WIA Application *Box 55* "Family status" - not reported—what does that mean?

A. You would use this field for clients that are not required to provide information on their family status for the purpose of determining their eligibility for the program.

Q. Is there an eligibility expiration period for WIA, such as there is with JTPA?

A. This is not specified in the Interim Final Rule. However, eligibility determinations must be based on information that is no more than six months old.

Q. Customer Satisfaction for WIA—Is there a methodology or a contract?

A. The customer satisfaction process is still under development.

Q. Are there income requirements for the adult eligibility in WIA?

- A. There are no required income limits for adult eligibility at this time, unless service is limited by the Local Workforce Investment Board. A dislocated worker, whose family income is over the income limit, but has barriers to obtaining employment, can still receive services under WIA.

Q. Once clients exit the WIA program, can they be re-enrolled immediately or is there a waiting period?

- A. The interim final rule does not specify a waiting period, so we assume that clients can be re-enrolled at any time after exit.

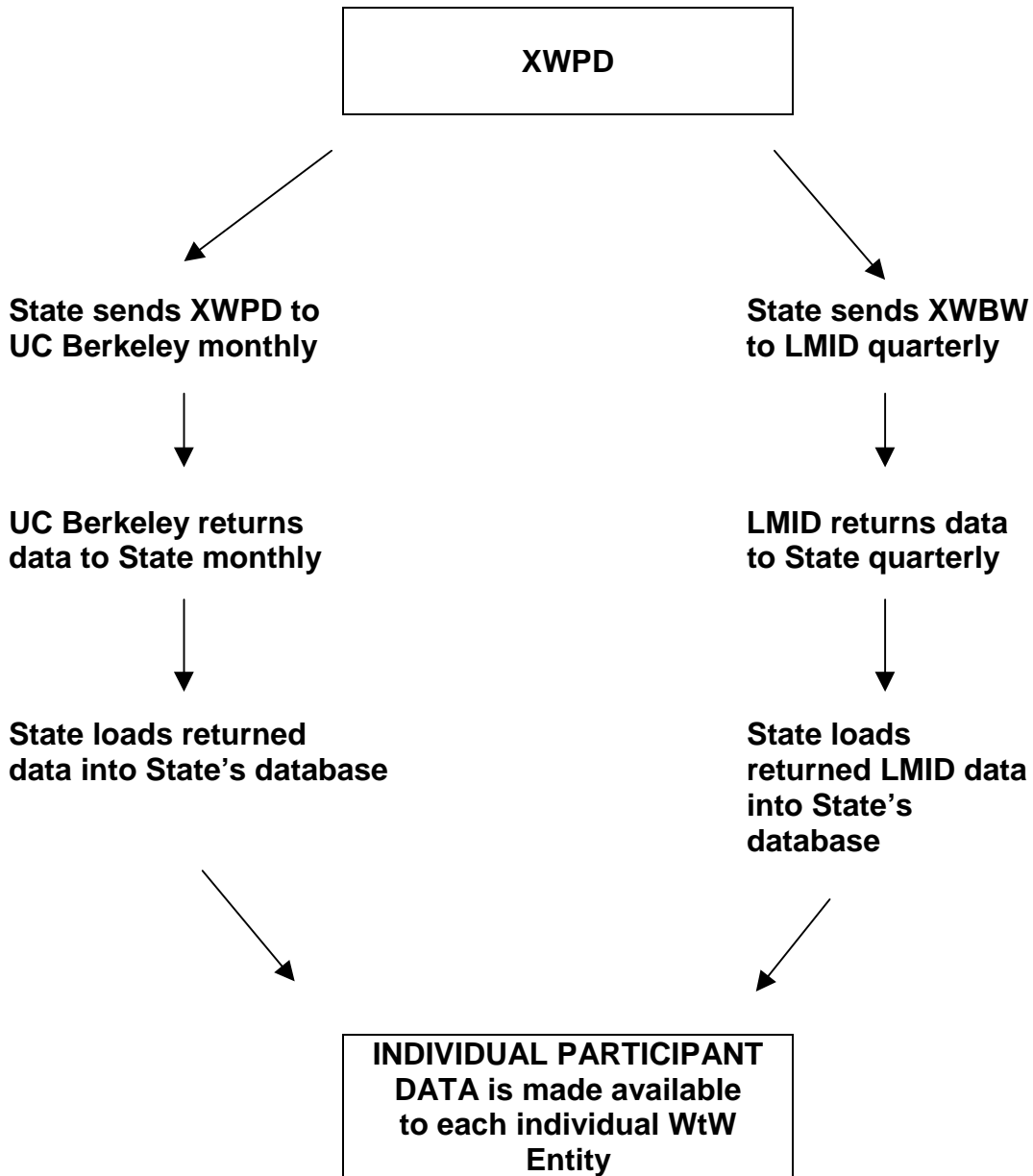
Q. Will the system allow for WIA Applications dates prior to July 1, 2000?

- A. The system will allow you to key in applicants for the youth grant prior to the July 1, 2000, date if the local area accepted the early WIA youth money.

Q. What are the time frames for populating new data fields for the clients that are converted to WIA?

- A. These fields must be completed prior to the first WIA quarterly reports that will be due to the State in mid-October 2000. The State is required to submit the first WIA quarterly report to DOL on November 14, 2000.

**Each WtW Entity runs PWRP and XWPR
and transmits it to State
on the 20th of each month**



AUTHORIZATION FOR RELEASE OF RECORDS

TO: EMPLOYMENT DEVELOPMENT DEPARTMENT

I, _____, authorize the Employment Development
(type or print name)
Department (EDD) to release a copy of the following records pertaining to
myself, _____ covering the period
(specify type of record, see below)
from _____ to _____ to the following individual or entity:
(month/day/year) (month/day/year)

Name_____
Address_____
City/State/Zip Code

This Authorization shall remain in effect for 90 days from the date below or until:

_____.
(month/day/year)

A copy or facsimile of this Authorization shall be as valid as the original.

Date: _____ Signature: _____

Social Security Number: _____

Type of records maintained by EDD

☐

Unemployment Insurance

☐

State Disability Insurance

☐

Job Service

☐

Wages Reported by Quarter

(The disclosure of your social security number is voluntary. However, since most EDD records are filed by social security number, EDD may be unable to locate any or all records requested without disclosure of your social security number.)